

## **WEST DUNBARTONSHIRE HEALTH & SOCIAL CARE PARTNERSHIP BOARD AUDIT COMMITTEE**

At a Meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit Committee held in Committee Room 3, Council Offices, Garshake Road, Dumbarton, on Wednesday, 13 January 2016 at 2.00 p.m.

**Present:** Ros Micklem (Chair), Gail Casey, Martin Rooney, Heather Cameron and Allan Macleod.

**Attending:** Jeanne Middleton, Chief Financial Officer; Chris McNeill, Head of Community Health and Care; Soumen Sengupta, Head of Strategy, Planning and Health Improvement; Jackie Irvine, Head of Children's Health, Care and Community Justice; Colin McDougall, Chief Internal Auditor; Peter Lindsay, Senior Audit Manager (Audit Scotland); Laurence Slavin, Senior Auditor (Audit Scotland) and Nuala Borthwick, Committee Officer (West Dunbartonshire Council).

**Also Attending:** Non-Voting Members of the Partnership Board - Barbara Barnes and Anne McDougall.

**Apology:** An apology for absence was intimated on behalf of Jonathan McColl.

**Ros Micklem in the Chair**

### **WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone present to the meeting of the West Dunbartonshire Health and Social Care Partnership Board Audit Committee and thereafter introductions were made around the table.

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda at this point in the meeting.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the West Dunbartonshire Health and Social Care Partnership Audit Committee held on 30 September 2015 were submitted and approved as a correct record.

Having heard the Chair, Ms Micklem, the Committee agreed:-

- (1) that a rolling action list would be maintained to ensure that Members did not lose track of actions arising at meetings of the Audit Committee; and
- (2) to acknowledge the work of officers such that West Dunbartonshire Health and Social Care Partnership Board was the first Integrated Joint Board in Scotland to have Audit Committee arrangements in place.

### **FINANCIAL GOVERNANCE UPDATE**

A report was submitted by the Chief Financial Officer seeking approval:-

- (a) of the Scheme of Delegation arising from the Partnership Board's Financial Regulations;
- (b) for the Partnership Board to join the Clinical Negligence & Other Risks Indemnity Scheme (CNORIS); and
- (c) to endorse the integrated approach towards business continuity.

After discussion and having heard the Chief Financial Officer in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to approve the delegation of expenses incurred by Members and authorised by the Chief Officer and Chief Financial Officer and that national guidance would be sought from the Scottish Government on expenses arrangements for members of the Partnership Board;
- (2) to approve the Partnership Board's joining of CNORIS;
- (3) to endorse the integrated approach towards business continuity; and
- (4) that a presentation on the structure of business continuity planning would be provided at the next meeting of the Audit Committee scheduled to be held on Wednesday, 23 March 2016 to ensure Members are satisfied that there was rigorous continuity planning processes in place.

### **RESERVES POLICY**

A report was submitted by the Chief Financial Officer providing information on the proposed Reserves Policy and the purposes for which reserves may be held.

After discussion and having heard the Chief Financial Officer and the Head of Strategy, Planning and Health Improvement in further explanation of the report and in answer to Members' questions, the Committee agreed to approve the Reserves Policy.

## **NHS GREATER GLASGOW & CLYDE HEALTH BOARD – HEALTH & SOCIAL CARE INTEGRATION: SEPTEMBER 2015 OPENING BUDGET REPORTS**

A report was submitted by the Chief Financial Officer providing information on the report from NHS Greater Glasgow & Clyde Health Board's 2015/16 Opening Budget report. It was noted that the Health Board's report included the West Dunbartonshire Health & Social Care Partnership Health Care budget.

After discussion and having heard the Chief Financial Officer and the Head of Strategy, Planning and Health Improvement in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the budget setting approach followed by NHS Greater Glasgow & Clyde;
- (2) to note the due diligence work undertaken as the basis for the 2015/16 Health Care budget;
- (3) to note that the opening budgets for each Integration Joint Board detailed within the report was consistent with the budgeting approach undertaken in prior years;
- (4) to note that the NHS Greater Glasgow & Clyde financial plan and budgeting approach had been considered and approved at Health Board level;
- (5) to note that further work was required to enable agreement of remaining elements of proposed delegated budgets and to identify all required savings/plans to address cost pressures; and
- (6) to note that all budgets, as tested, would be subject to further alteration, with input from the Chief Financial Officer (or current equivalent) for each partnership area before being submitted to the Health & Social Care Partnership Board for final approval within the context of its Strategic Plan.

## **CARE INSPECTORATE REPORT FOR OLDER PEOPLE'S RESIDENTIAL CARE SERVICES OPERATED BY WEST DUNBARTONSHIRE COUNCIL**

A report was submitted by the Head of Community Health and Care providing information on the most recent inspection reports for two of the Council's Older People's Residential Care Home Services.

The Action Plan agreed with the Care Inspectorate Action Plan in response to the inspection report on Willox Park was circulated (tabled) at the meeting.

After discussion and having heard the Head of Community Health and Care in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that future reports would provide information to assist those members unfamiliar with care establishments included in reports, e.g. the capacity of care homes and any issues associated with the premises or the service;
- (2) to congratulate the staff at Langcraigs Care Home in achieving grades of a consistently high level; and
- (3) to note the content of the report and the work undertaken to ensure grades awarded reflected the quality levels expected.

### **CARE INSPECTORATE REPORTS FOR SUPPORT SERVICES OPERATED BY THE INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE**

A report was submitted by the Head of Strategy, Planning and Health Improvement providing a routine update on the most recent Care Inspectorate assessments for four independent sector support services operating within the West Dunbartonshire area.

After discussion and having heard the Head of Community Health and Care, the Head of Strategy, Planning and Health Improvement and the Head of Children's Health, Care and Criminal Justice in further explanation of the report and in answer to Members' questions, the Committee agreed to note the content of the report.

### **DECLARATION OF INTEREST**

At this point in the meeting, Councillor Rooney declared a financial interest of his spouse in the undernoted report, given that his spouse was a member of staff at a care home in West Dunbartonshire, and intimated that he proposed to take part in the decision on this item.

### **CARE INSPECTORATE REPORTS FOR OLDER PEOPLE'S CARE HOMES OPERATED BY INDEPENDENT SECTOR IN WEST DUNBARTONSHIRE**

A report was submitted by the Head of Strategy, Planning and Health Improvement providing a routine update on the most recent Care Inspectorate assessments for three independent sector residential older peoples' Care Homes within West Dunbartonshire.

After discussion and having heard the Head of Community Health and Care, the Head of Strategy, Planning and Health Improvement and the Head of Children's Health, Care and Criminal Justice in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that future reports would provide information to assist those members unfamiliar with care establishments e.g. the capacity of care homes; the trend of grades awarded to independent sector care providers and the specific associated budget implications; and

- (2) otherwise to note the content of the report.

### **CARE INSPECTORATE REPORT FOR CHILDREN & YOUNG PEOPLE'S SERVICES OPERATED BY WEST DUNBARTONSHIRE COUNCIL**

A report was submitted by the Head of Children's Health, Care and Criminal Justice providing information on the most recent inspection report for one of the Council's own residential services for children and young people.

The Action Plan agreed with the Care Inspectorate in response to the inspection report on Craigellachie Children's Home was circulated (tabled) at the meeting.

After discussion and having heard the Head of Children's Health, Care and Criminal Justice in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to note the work undertaken to ensure grades awarded are sustained and reflect the high quality of care expected; and
- (2) otherwise to note the content of the report.

### **TRANSFORMING CARE IN CLYDEBANK – INITIAL AGREEMENT**

A report was submitted by the Head of Strategy, Planning and Health Improvement presenting the Initial Agreement prepared for a new Clydebank Health and Care Centre.

After discussion and having heard the Head of Strategy, Planning and Health Improvement and the Head of Community Health and Care in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to endorse the Initial Agreement for a new Clydebank Health and Care Centre; and
- (2) to note the Committee's support for such a high quality and integrated facility being delivered as soon as was practically possible.

Note: Councillor Rooney left the meeting during consideration of the above item of business.

### **INTEGRATED CARE FUND MID YEAR REPORT**

A report was submitted by the Head of Community Health and Care providing an update on the use of the Integrated Care Fund for the first half of the 2015-16 financial year.

Annex A Integrated Care Fund 2015/16 – Progress towards Outcomes and Annex B Integrated Care Fund – Indicators of Progress were circulated (tabled) at the meeting.

After discussion and having heard the Head of Community Health and Care, the Committee agreed that an updated version of the report would be provided to the next meeting of the Health & Social Care Partnership Board on Wednesday, 17 February 2016.

### **INTERNAL AUDIT - UPDATE**

The Chief Internal Auditor updated the Committee on the current internal audit service provided to the Partnership Board.

It was noted:-

- (1) that preparation was underway for the Audit Plan 2016/17, with the intention being to submit the draft plan to the next meeting of the Audit Committee on 23 March 2016; and
- (2) that the Chief Financial Officer would work with the internal auditors of the Health Board, the Council and the Partnership Board to ensure that there was clarity and consistency with respect to the appropriate auditing of the work of the Partnership Board and the Health & Social Care Partnership.

### **AUDIT SCOTLAND REPORT ON NHS IN SCOTLAND 2015**

A report was submitted by the Chief Financial Officer providing information on the recently published Audit Scotland report on NHS in Scotland 2015.

After discussion and having heard the Senior Audit Manager (Audit Scotland) and the Head of Strategy, Planning and Health Improvement in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) that the emphasis within the report on workforce planning was timely given that the Partnership's Workforce and Organisational Development Strategy had been endorsed at the previous meeting of the Partnership Board; and
- (2) otherwise to note the findings of the Audit Scotland report.

## **FORTHCOMING AUDIT SCOTLAND REPORT – SOCIAL WORK IN SCOTLAND**

A report was submitted by the Head of Strategy, Planning and Health Improvement advising of a national audit of Social Work in Scotland that has been initiated by Audit Scotland and was of direct relevance to the work of the Health and Social Care Partnership.

After discussion and having heard the Head of Strategy, Planning and Health Improvement and the Senior Audit Manager (Audit Scotland) in further explanation of the report, the Committee agreed:-

- (1) to note the work being undertaken by Audit Scotland; and
- (2) to direct the Chief Officer to bring a report to the Audit Committee on this national audit once the final report was published.

## **AUDIT SCOTLAND REPORT ON HEALTH & SOCIAL CARE INTEGRATION**

A report was submitted by the Head of Strategy, Planning and Health Improvement providing information on the recently published Audit Scotland report on Health and Social Care integration.

After discussion and having heard the Head of Strategy, Planning and Health Improvement and the Senior Audit Manager (Audit Scotland) in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to acknowledge the work undertaken by officers in delivering the considerable progress that had been already been made within West Dunbartonshire with respect to issues raised within the report and as recognised by the Senior Audit Manager (Audit Scotland);
- (2) that officers give consideration to how best to provide Members with a more detailed overview of the actions being taken to progress key issues noted within the report;
- (3) that the Chief Internal Auditor use the relevant recommendations made by Audit Scotland within this national report to inform and shape their internal audit of the local implementation of the Public Bodies (Joint Working) Act during 2016/17 following the first year of the HSCP Board's establishment.; and
- (4) otherwise to note the findings of the Audit Scotland report.

The meeting closed at 4.07 p.m.